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ROUTING AND RECORD SHEET

CNC-1-OR



SUBJECT: (Optional)
FBIS Bureau Chiefs Conference

FROM: R. W. Manners
Director, Foreign Broadcast
Information Service

EXTENSION

NO. FBIS-0203-88

DATE 24 August 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Comptroller
Room 7C36, Headquarters

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FBIS-0203-88
24 August 1988

MEMORANDUM FOR: Comptroller

FROM: R. W. Manners
Director, Foreign Broadcast Information Service

25X1 SUBJECT: FBIS Bureau Chiefs Conference

25X1 1. This memorandum is written confirmation of my invitation to you to speak to FBIS officers during the annual Bureau Chiefs Conference.

25X1 2. The conference is scheduled for the week of 19-23 September, and it is held to bring the managers of FBIS bureaus up to date on plans and developments within FBIS and the Agency and to allow them to consult with Headquarters officers. As you know, we normally include briefings by senior Agency officials.

25X1 3. You are invited to address a group of about 50 bureau chiefs and senior FBIS Headquarters officers in the OIR Theater (1E74) on Thursday, 22 September, at 1045-1130. As in past years, you may wish to discuss current problems as viewed from your perspective, resource outlook, and challenges for the future. A conference agenda will be forwarded to you at a later date.

25X1 4. I am sorry that you will not be able to attend the cocktail party that same day. If your plans should change, you are more than welcome to join the FBIS officers in the Executive Dining Room from 1730 to 1930.

25X1
R. W. Manners

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